

Brookings County
Capital Asset Form
TRANSFERS, SURPLUS & DISPOSALS

Complete this form for all capital asset Transfers, Disposals, or items
declared surplus – sold, donated, salvaged, destroyed, trade-in, lost/stolen

Capital Assets include land, buildings, building improvements, machinery, equipment, computer software/hardware, and infrastructure with a **useful life greater than one year** and **original cost greater than \$500.**

☒ Transfer

☐ Surplus

☐ Disposal

Asset # & Description:

4 trail cameras

Serial/VIN Number:

Model or Product:

To Dispose an Asset:

Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

For Surplus: ☐ YES ☐ NO

Disposal Date:

To Transfer between Departments:

Transfer From:

Department:

BCOAC

Transfer To:

Department:

Sherriff's Department

Location:

BCOAC

Location:

Sherriff's Office

Date:

Sept. 1. 2020

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments: